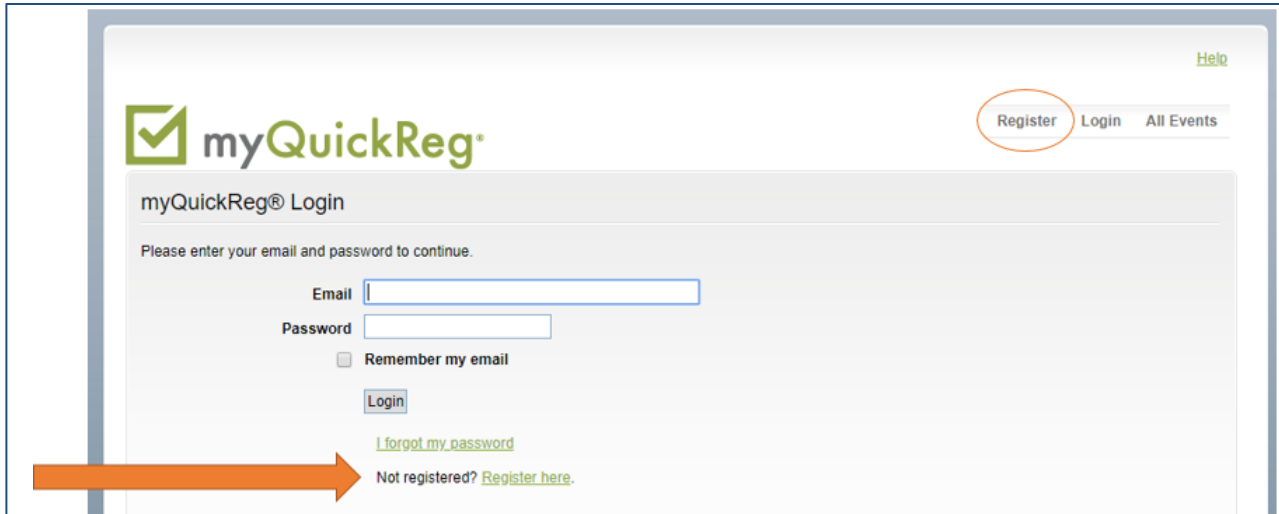


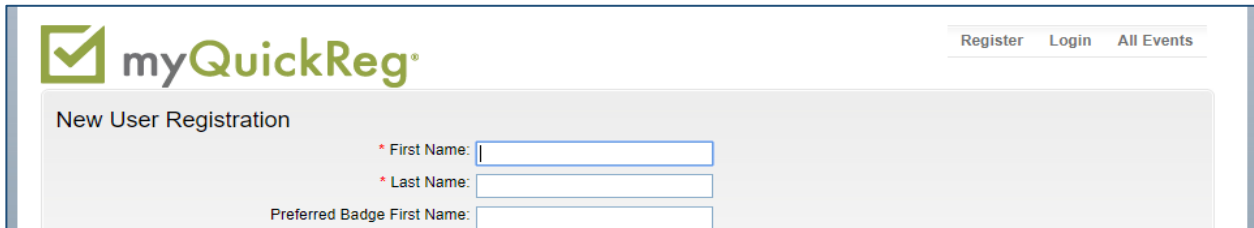
# How to Register as a New myQuickReg User

1. Click on the myQuickReg DPI login landing page at: [widpi.myquickreg.com/register/](http://widpi.myquickreg.com/register/). Click on one of the Registration links as shown below.

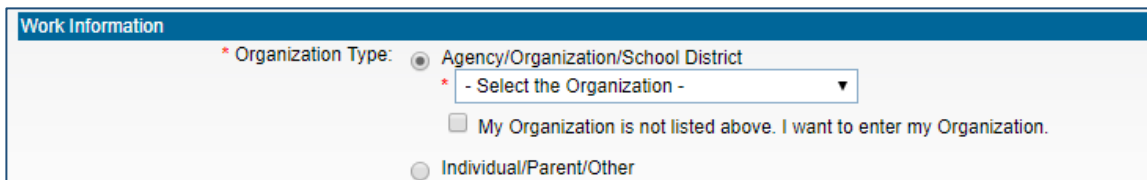
myQuickReg DPI login landing page.



2. Enter your first and last name. You may enter a preferred badge name.



3. Select "Agency/Organization/School District" under the *Work Information* subheading. In order for your profile to be correctly linked with your school, it is important **not** to register as an Individual/Parent. Using the drop-down box, select your school/district.



4. If your school/district is not listed in the drop down box, check the box labeled "My Organization is not listed above." Once checked, you will be able to enter your district information.

## How to Register as a New myQuickReg User (Continued)

If you are entering a private school as a new organization, **please include your school's full, legal name and include the school's city in parentheses.** This is very important due to the number of private schools with similar names. For example, St. John School in Waunakee is different from St. John School in Menasha. It is important to link your account to the correct school or district.

The screenshot shows the 'Work Information' section of a registration form. It includes fields for Organization Type (selected as 'Agency/Organization/School District'), Organization Name ('St. John School (Waunakee)'), Address Line 1 ('114 East Third Street'), City ('Waunakee'), State/Country ('WI - US'), and Zip ('53597'). There are also checkboxes for 'My Organization is not listed above. I want to enter my Organization.' and 'For Other Countries' with sub-fields for State and Country.

**Work Information**

\* Organization Type: ☒ Agency/Organization/School District

\* - Select the Organization -

☒ My Organization is not listed above. I want to enter my Organization.

\* Organization Name: St. John School (Waunakee)

\* Address Line 1: 114 East Third Street

Address Line 2:

\* City: Waunakee

\* State/Country: For United States and Canada: WI - US

For Other Countries:

State:

Country:

\* Zip: 53597

5. Complete the remaining required fields under *Work Information*: email, password, position/title, and phone number. Also, indicate if you require any special accommodations.

Please make note of your myQuickreg password. To register for future events, you will be required to enter your email address and password.

This screenshot shows the bottom portion of the registration form. It includes fields for Email, Confirm Email, Password (with a note that it must be at least 6 characters long), Confirm Password, Position / Title, Phone Number, Ext., and Fax Number. At the bottom, there is a checkbox for 'Do you Require Special Accommodations?' with 'Yes' and 'No' options.

\* Email: This will be your login ID

\* Confirm Email:

\* Password: (must be at least 6 characters long)

\* Confirm Password:

\* Position / Title:

\* Phone Number:

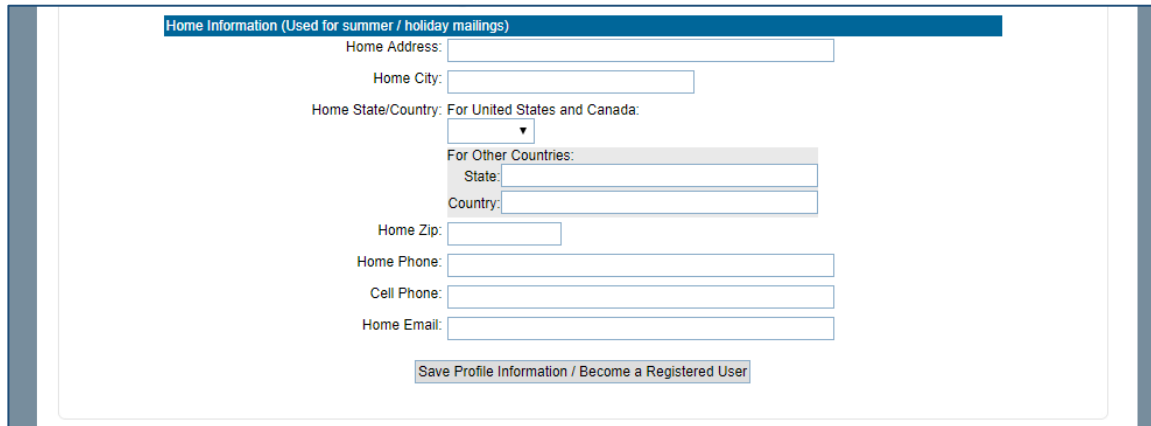
Ext.:

Fax Number:

\* Do you Require Special Accommodations? ☐ Yes ☐ No

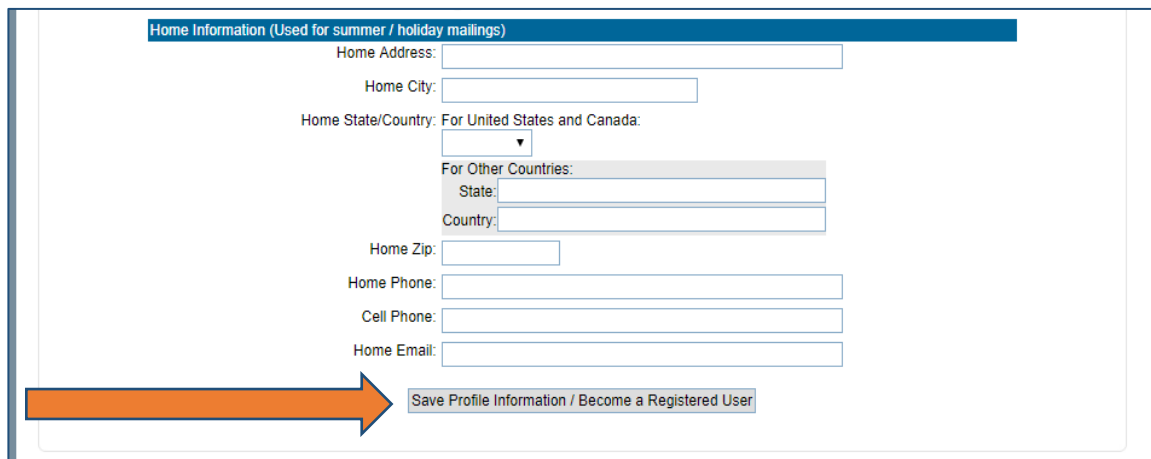
## How to Register as a New myQuickReg User (Continued)

- You may elect to complete the *Home Information* section of the registration form. This is useful if you typically register for trainings hosted during the summer (e.g., School Nutrition Skills Development Courses).



The screenshot shows a registration form titled "Home Information (Used for summer / holiday mailings)". The form contains the following fields: Home Address, Home City, Home State/Country (with a dropdown menu for "For United States and Canada" and a section for "For Other Countries" with State and Country fields), Home Zip, Home Phone, Cell Phone, and Home Email. At the bottom of the form is a button labeled "Save Profile Information / Become a Registered User".

- Click the "Save Profile Information/Become a Registered User" button at the bottom of the page.



This screenshot is identical to the one above, but it includes a large orange arrow pointing from the left towards the "Save Profile Information / Become a Registered User" button at the bottom of the form.

Now that you have created your account, you will be able to register for all *myQuickReg* events.

### Registering a Group

If you plan to register on behalf of multiple staff in your school/district for events and make a payment on one credit card, please email [dpifns@dpi.wi.gov](mailto:dpifns@dpi.wi.gov) to request *myQuickReg* Agency Administrator access.



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